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ABSTRACT

This booklet is one of six texts from a workplace literacy curriculum designed to assist learners in facing the increased demands of the workplace. It discusses personal development, providing readers with new insights and positive ways of thinking and feeling about themselves, others, places, and things in their lives. The booklet's emphasis is mainly on self-esteem, attitudes, motivation, and goal setting. The first section examines factors that influence self-esteem: the body, mind, inner power, emotion, intuition, environment, experiences, and relationships. The second section focuses on factors that hinder personal development, including rejection, comparisons, role expectations, guilt, resentment, clutter, and negativity. The final section in the booklet discusses four ways to develop oneself through positive responses, visualization and affirmation, and goal setting. The booklet includes practical, hands-on exercises that allow readers to put theory into practice. (KC)

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ED 424 437

PERSONAL DEVELOPMENT

A

CALL TO

EXCELLENCE

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INTRODUCTION

Your training at MCDI consists of a comprehensive approach to vocational education that is unique, unsurpassed and far reaching. First of all, you are involved in a vocational program while participating in academic development and career counseling. Secondly, job-search skills are taught in the World of Work Program to help you establish skills to get a job. Thirdly, you have access to the Employment Resource Unit to assist with the actual job placement process. But, your training doesn't stop here!

What makes MCDI particularly unique is that it further prepares students for the workplace by introducing them to additional skills on how to become career-directed once the job is secured. This is achieved through a series of six seminars entitled:

PERSONAL DEVELOPMENT

WORKPLACE HEALTH AND SAFETY

PROBLEM SOLVING

TEAM BUILDING

QUALITY ASSURANCE

TOTAL QUALITY MANAGEMENT

This booklet is the first in the series of six booklets that comprise the curricula for the program. These seminars are vital because they provide MCDI students an edge and advantage in the hiring process. Simply stated, employers are more inclined to hire students who possess an understanding of the skills taught in the seminars.

Life is a process of situations and challenges that continually call forth some type of response. The way you respond to these situations and challenges has a great effect on your health, happiness, and personal development. Growth occurs when you respond to life in positive ways.

The subject of this booklet is personal development. Hopefully, it provides new insights and positive ways of thinking and feeling about yourself, others, places and things in your life.

Personal development has many components. This booklet's emphasis is mainly on self-esteem, attitude, motivation, and setting goals. There are many practical, hands-on exercises included throughout the booklet that allow students to put theory into practice.

Striving to improve one's personal life reflects an individual's desire to grow and become a better human being. It is a life-long task.

STRIVING TO BECOME A BETTER HUMAN BEING IS ONE OF THE MOST REWARDING THINGS YOU CAN DO FOR YOURSELF.

1.

PERSONAL DEVELOPMENT ASSESSMENT

The first step in personal development is to assess how you think and feel about yourself as a person. Answer yes or no to the following questions, depending on how you feel most of the time.

1. Do you constantly put yourself down? _____
2. Are you afraid to take risks? _____
3. Are you afraid to love others? _____
4. Are you glad when others fail? _____
5. Do you hide your feelings? _____
6. Do you blame others for your mistakes? _____
7. Do you criticize others? _____
8. Are you easily hurt when others criticize you? _____
9. Do you run away from problems? _____
10. Do you focus on your weaknesses more than your strengths? _____
11. Do you focus on the weaknesses of others more than their strengths? _____
12. Do you live as others expect you to live? _____
13. Are you uncomfortable when others praise you? _____
14. Do you feel unloved and unwanted? _____
15. Do you feel you never do anything right? _____

If you answered "yes" to most of these questions,

you need to work on personal development

1. Do you give yourself credit for a job well done? _____

2. Do you enjoy new challenges? _____

3. Do you learn from your failures, setbacks, and mistakes? _____

4. Do you express your feelings openly? _____

5. Do you laugh at yourself? _____

6. Do you welcome constructive criticism? _____

7. Do you take care of yourself physically? _____

8. Do you accept ALL of yourself, both strengths and weaknesses? _____

9. Do you see problems as opportunities for growth? _____

10. Do you believe you deserve a chance in life? _____

11. Are you comfortable with the fact that you are not perfect? _____

12. Do you feel comfortable with your physical appearance? _____

13. Do you have a goal at this point in your life? _____

14. Do you keep promises to yourself and others? _____

15. Do you enjoy your own company? _____

If you answered "yes" to most of these questions,

you have a good start on personal development.

SELF-ESTEEM

SELF-ESTEEM IS THINKING WELL OF YOURSELF.

SELF-ESTEEM IS REGARDING YOURSELF HIGHLY.

SELF-ESTEEM IS A HEALTHY APPRECIATION OF YOURSELF.

SELF-ESTEEM IS LOVING AND ACCEPTING YOURSELF

AS YOU REALLY ARE.

SELF-ESTEEM IS CONFIDENCE AND SATISFACTION.

LACK OF SELF-ESTEEM IS THE BOTTOM LINE

OF EVERY PROBLEM.

FACTORS THAT INFLUENCE SELF-ESTEEM

The impression you have of yourself is called self-esteem. Many factors influence and shape this impression. The ones mentioned in this booklet include the body, mind, inner power, emotion, intuition, experiences, and relationships.

BODY

The way you FEEL about your body has a lot to do with self-esteem. Your body carries you around and is the vehicle out of which you life, move, and have your being. Unfortunately, society judges your body on externals, bombarding you to be thin, young, attractive, and sexy. If you don't live up to these expectation, you feel short-changed and become dissatisfied with yourself.

The way you TREAT your body also has a lot to do with self-esteem. If you don't love and accept your body as it is, you will abuse it with harmful things like drugs, alcohol, etc. If you love your body you will take care of yourself physically by eating the right kinds of food, resting, exercising, etc.

MIND

You live in your mind as well as in your body. Your imagination forms pictures of yourself called self-images. You become who you image yourself to be and act these images in your daily life.

Self-images grow and develop over the years, either negatively or positively, depending on how you respond to life's situations and challenges.

People with negative self-images:

feel worthless.
are unhappy.
have no confidence.
dislike change.
have low job performance.
think negatively of themselves and others.
are lonesome and shy.
are easily hurt.
feel they never do anything right.
fear close relationships.
are afraid to fail but glad when others do.
blame others for their own mistakes.
are distrustful.

People with positive self-images:

are usually successful.
accept who they are as a unique person.
are friendly.
love and respect themselves and others.
enjoy a challenge and never give up.
take pride in what they do.
act on what they believe is right.
develop their gifts and talents.
are honest with their feelings.
like meeting new people.

The goal of personal development is to increase positive self-images and decrease negative ones. People with good self images are more apt to weather difficult events and situations that come their way.

INNER POWER

Many people are surprised by some of the things they are able to do or accomplish, especially during times of crises. They learn that it is possible to find inner strength that enables them to do what seems impossible.

You feel a lot more confident about yourself when you know you have the power or strength to face any difficulty you may encounter. This power, however, needs to be cultivated, fed, and renewed periodically.

The need to recharge or retreat is a basic fact of life and the way to do so varies with each individual. Some people use meditation, mind control, guided imagery, breathing exercises, quiet time, etc. Others may choose to listen to soft music, drive in the country, play sports, do inspirational reading, or relaxation exercises. The important thing is not WHAT you do, but that you find the time to DO something. You need time and space to touch your inner power.

Your inner power helps you form and practice values. Values are fundamental beliefs that you think are important and worthwhile. Values provide structure, direction, and meaning to your life.

EMOTIONS

Emotions are the feelings you have inside yourself: love, hate, sorrow, fear, anger, hurt, self-doubt, frustration, desire, guilt, forgiveness, compassion, pain, regret, happiness, etc.

Some people believe expressing emotions is a sign of weakness. On the contrary, it is healthy to express your emotions. The important thing to learn is HOW to handle and express them. If you don't feel good about the way you express and handle emotions, you lower your self-image.

RANKING VALUES

From the list below, select 10 values you believe are the most important to you. Include any values not listed.

be a good friend to others	have nice clothes
be famous	have a nice car
be a leader	get a good job
have a sense of humor	be independent
serve my community	be close to my family
serve my country	have a lot of friends
make a lot of money	have strong faith in God
be intelligent	do what is morally right
get married	have children
be healthy	work with children
be in good shape	be a good athlete
be attractive	have enough money to feel secure
have a close relationship	be in love

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

From the list of ten, select the three you rank as the most important of all.

1. _____

2. _____

3. _____

INTUITION

Intuition is a feeling of truth within yourself. You become aware of something without needing to reason it out. Some people refer to intuition as a "little voice" inside that tells them what to do. Learn to trust that "little voice". When in doubt, put it to the test. If your intuition is good, you'll experience peace and joy. If not, you'll feel worried, upset, and even sick.

Fostering intuition is difficult because there are so many distractions and noises from outside sources. Meditation, quiet moments, silence, and relaxation are all good exercises to help you strengthen your intuition.

ENVIRONMENT, EXPERIENCES, ACCOMPLISHMENTS

Your environment greatly influences the image you have of yourself. Environment includes your culture, schools attended, country where you were born, the places where you worked, level of education, nationality, race, religion, etc. The events and experiences that happen to you personally, and those that take place around you all shape who you are and what you will become.

Many people believe that they are what they "do" or accomplish. In social settings, the first question asked is, "What do you do for a living?", however, you are NOT only what you do. Although accomplishments are good and help persons feel good about themselves, it is what happens INSIDE of the person as a result of these experiences that is important. Self-esteem is built from the inside out rather than from the outside in.

RELATIONSHIPS

Relationships are undoubtedly the most influential factor in building the picture you have of yourself. Self-esteem grows and develops over the years and is shaped by the way you relate to yourself and others: parents, grandparents, brothers, sisters, aunts, uncles, teachers, classmates, principals, coaches, counselors, neighbors, friends, boyfriend, girlfriend, husband, wife, significant other, religious figures, national and world leaders.

No single person or experience is responsible for how you think and feel. However, the way you look at yourself today was mostly influenced by the relationship you had with your parents. When children don't receive love, respect, trust, food, comfort, and security from parents, something negative happens. The child begins to dis-own oneself. This means the child thinks his or her self-worth comes from the outside rather than inside.

When children hear abusive remarks, they think they are bad and begin to form poor images of themselves. How do you think a child feels when he or she hears remarks like the following: Why are you so stupid? You can never do anything right. Don't bother me, I don't have time. If you do that again, I'll slap you. Boys don't cry. Don't you get angry with me. Children learn what behaviors are acceptable or not.

Children don't see their parent's behavior as negative or abusive until they are old enough to compare their parent's behavior with other adults. Unless a poor image is corrected, children bring these adult experiences into their adult lives and

relationships. You may need to re-parent yourself today if you did not receive love and confidence in childhood.

Self-esteem is also shaped by the way you relate to yourself. Listen to your own self-talk. Do you degrade yourself? What do you have against yourself? Are you your own worst enemy? Can you say, "I wholeheartedly and unconditionally ACCEPT MYSELF AS I REALLY AM?"

FACTORS THAT HINDER PERSONAL DEVELOPMENT

The first section of this booklet covered factors that shape self-esteem either in a negative or positive manner. This section discusses some of the factors that lessen self-esteem: rejection, comparisons, role expectations, guilt, resentment, clutter, and negativity.

REJECTION

Rejection is a denial or negative response to an event or person. You can reject others, be rejected by them, or reject yourself.

Here is how rejection works. If you get upset by the negative remarks or actions of others, it is because you already have DOUBTS ABOUT YOURSELF. If someone tells you that you are selfish and it really gets to you, that is because there is doubt present inside you. If you feel within yourself that you're not selfish, that statement won't hurt you.

If you're not upset because your husband complains that you have green hair, it is because you know it isn't true. People don't make you feel bad, you do it to yourself. As Eleanor Roosevelt once said,

NO ONE CAN MAKE YOU FEEL INFERIOR WITHOUT YOUR CONSENT.

A rejection need not make the situation worse. If it does, it is because you are insecure. If you had no job and received a rejection letter, are you any worse off than you were before receiving the letter? If you asked someone for a date and the person said no, you're still in the same position as you were before you asked. A rejection need not make the situation worse.

COMPARISONS

Another obstacle to self-esteem is comparing yourself to others. "If only I could be like so and so." To say you want to be like someone else is to say you are not satisfied with yourself. You fail to become who you are when you try to be someone else. Comparisons only lead to greater misery.

ROLE EXPECTATIONS

Are you trying to live up to other people's expectation of you? Are you living a role imposed on you by someone else; for example, the class clown? Another example is the role expectations society places on men and women. People fall into these traps because it is easier to play a role imposed by another than try to figure out your own role.

GUILT

Guilt happens when your behavior doesn't match the belief you have about yourself. For example:

Maybe if I spent more time with my children when they were young, they would be better off today.

I should have told my dad I loved him before he died.

I killed a lot of people in Vietnam.

Get rid of guilt by changing either your beliefs or actions. In the example about Vietnam used above, change the thought, "I killed a lot of people in Vietnam" to "I had to kill or be killed."

Some people carry guilt with them for years and it makes them feel terrible about themselves. You can't change past actions, nor can you judge past actions by the knowledge you have at the present moment. Forgive yourself (and others), let it go, and move onward.

RESENTMENT

Resentment is showing bitter or strong displeasure toward someone who has something you want that you're not willing to work for to get. You wouldn't resent a friend who got a new car if you could afford to get one yourself. You wouldn't resent someone who did something if you thought you could do it.

Resentment easily grows over the years and makes you feel you're carrying excessive baggage.

PERFECTION

There is a contradiction in our society that causes confusion. Everyone knows no one is perfect. On the other hand, the great American cheer is "We're #1. The truth of the matter is, not everyone can be #1. Not everyone can win. Not everyone can

be at the top. If you're not at the top, you're second best or somewhere at the bottom. It is O-K to be less than perfect. Don't make unreal expectations about yourself. Do your best, whatever it is. Be #1 in your own eyes where it really matters.

CLUTTER

When you don't complete tasks, chances are you don't feel successful. Incomplete tasks clutter the mind, capture your attention, and drain your energy, making it difficult to concentrate. You say you have too many things to do and that hangs over you like a ton of bricks.

Every task is a process that has four steps: choosing the task, starting the task, continuing the task, and finishing the task.

When this process is not followed, it undermines your self-esteem by feeling incomplete, or less whole. On the other hand, you know how good you feel when you get the job done and do it well. To offset a cluttered mind, create an environment that gives you a sense of completion. Here are a few suggestions:

1. Make a list of things to do. Start with the most important task and complete it. Go down the list one at a time until they are all completed.
2. Break down larger tasks into small steps so you can have a sense of progress. Example: "I'll read two chapters today and two tomorrow." That way you won't get frustrated if you don't read the whole book in one day.

3. Resolve broken agreements and relationships in your life. Admit the brokenness, apologize, let it go, and begin again.

4. Give away or throw out what you don't need or use. For example, clothes you don't wear or no longer fit, toys your children no longer use, magazines and books that are old, etc.

5. Thank people for kindnesses done to you.

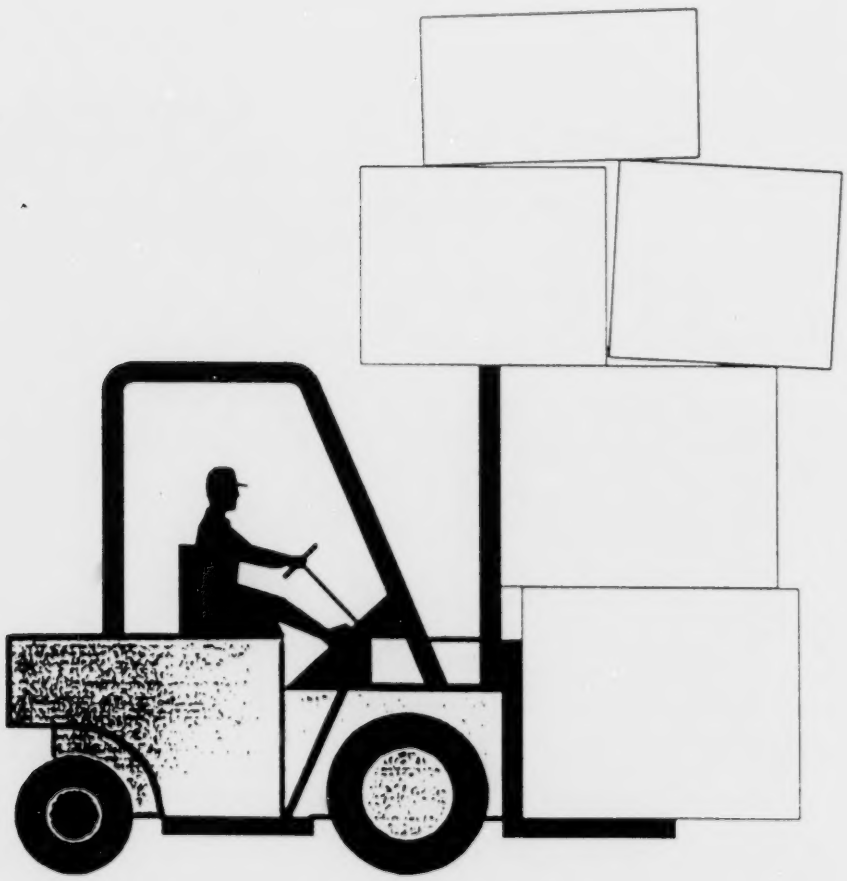
6. At the end of the day, think of the task you completed rather than the ones you didn't do.

"LIFT THE CLUTTER" EXERCISE

What clutter or unfinished business would you like to lift from your mind? It could be simple, little things you always wanted to do but never took the time, something you started but never finished. Examples: visit a certain place, read a book to your child, try a new recipe, get a message, see a certain movie/video, praise someone for a job well done, write or visit a family member, apologize for a wrong done to someone, clean a closet/drawer, etc.

DIRECTIONS;

1. List five items of unfinished clutter in the diagram below.
2. Prioritized one item.
3. Determine steps necessary to get the job done.
4. Complete the project within a week.
5. Write a paragraph on the experience. Include:
   a. Why you chose this task.
   b. How you accomplished it.
   c. How you felt after you did it.



NEGATIVITY

Self-esteem grows and develops over the years and is shaped negatively or positively by the way you relate to yourself and others. Negative thoughts and feelings lower self-esteem. Positive thoughts and feelings increase self-esteem. Consider the following:

What do you notice about the numbers: 1 - 2 - 4 - 5 - 7 - 8 - 10 ? Your first reaction may be that 3, 6, and 9 are missing. Actually, the numbers shown are just numbers and have nothing to do with 3, 6, and 9. In other words, you notice what is missing rather than what is actually there.

If your tests marks at MCDI were A - A - A - B - A - A, chances are you would feel badly about getting the "B" rather than appreciate the five "A's".

These simple exercises show how the mind works in a negative way. To think negatively is to lack affirmation. Negative thoughts hurt the mind, positive ones free the mind. If you have the ability to think negatively, you have the ability to think positively.

EVERY NEGATIVE THOUGHT HAS A SEED FOR

A POSITIVE THOUGHT IN IT.

NEGATIVE/POSITIVE RESPONSES EXERCISE

DIRECTIONS:

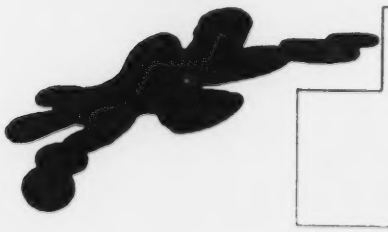
1. Each student writes separate responses for each of the four ink blots below.
2. Place each numbered response in four separate boxes.
3. Students discuss each response:

    a. Is the response negative or positive
    b. What might have influenced the response?
    c. Why are there so many different responses when everyone saw the same ink blot?
    d. If negative, change it to a positive response.

1.

2.

3.



4.

ATTITUDE

Closely related to self esteem is attitude. Attitude is the mental picture that tells you what you think and feel about things, persons, and events in your life. The word attitude comes from Latin meaning "fitness" or in "good condition".

A healthy or positive attitude is a belief that all the good things about yourself, others, and events tend to come true. If you believe you'll fail, you will. If you believe you'll succeed, you will. A positive attitude is very important because it helps make life what you want it to be.

You are not born with a positive attitude. Like self-esteem, it is a habit or way of thinking that develops over the years and affects our happiness. It grows by facing the up and down experiences of life. Below are a few suggestions for building a positive attitude.

1. Your are your first responsibility. Take care of yourself. Expect from yourself only what you can give.
2. Develop a sense of humor. It gives balance to life.
3. Think in new ways. No matter how bad things are, there is always good to discover.
4. Act in new ways. Taste and savor food you eat. Enjoy sounds, smells, and sights. Take walks, nap, and smell the flowers. Go to place you've never been before.
5. Make friends of all ages who will support you in time of need. Balance your relationships.

PERSONAL DEVELOPMENT

The final section in this booklet develops four ways to develop yourself through positive responses, visualization and affirmation, and goal setting.

POSITIVE RESPONSES

In order to build self-esteem, you need to change negative responses to positive ones. Changing responses to daily events that occur include: stopping negative responses that don't work, making positive responses that do, and risking new responses to see if you can do better. Study the following negative responses that were turned into positive responses.

NEGATIVE	POSITIVE
I'm gaining weight.	I'll look good if I lose a few pounds.
I should be good at everything.	I can't expect to be perfect in everything.
Everyone should like me.	No one is liked by everyone.
If anything goes wrong, it will happen to me.	I can learn something from this experience.
People never change.	Bill matured a lot this past year.
John, go to your room and think about what you did wrong.	John, go to your room and think about what you should have done.

I better get this right the first time or else.	I'll take my time and do it right.
I can't help how I feel, I'm miserable.	Everyone has down days. I'll go for a swim to cheer me up.
What if I lose my job?	Maybe I'll find a better one.
My boss turned me down when I asked for a raise.	I know I deserve a raise because I do good work. I'll try again at another time.

The reason why the RESPONSE is so crucial is that it determines the OUTCOME of the EVENT. To understand how this operates, consider the definition of event, response, and outcome.

EVENT The event is a happening or occurrence. The event comes from outside yourself; a specific happening like a storm, traffic jam, accident, remark, ballgame, etc. The event simply is what it is.

RESPONSE The response is your inner reaction to the event. It is how you react. You are not in control of the event, but you are in control of how you react to the event.

OUTCOME The outcome is the final result. The way you respond to the event produces the outcome.

As you can see in the examples below, different responses produce different outcomes.

EVENT	RESPONSE	OUTCOME
Red Sox lost the ball game.	Anger	Spoke to no one for the rest of the day.
Red Sox lost the ball game	Disappointment	Switched support to the Yankees.
Red Sox lost the ball game.	Anger	Became physically abusive to family.
Red Sox lost the ball game.	Acceptance	Took son to McDonald's to make up for the loss.

Most people usually blame the outcome on the event. As you can see from the examples above, the outcome of these events depends on the responses. The person who was angry and abused the family claimed it wouldn't have happened if the Red Sox had won. The problem wasn't with the Red Sox, the problem was the person's angry response. One person took his son to MacDonald's, not because the Red Sox lost, but because he/she chose to respond by accepting the loss. The person who got angry and abused the family could have chosen to respond in a positive manner. The outcome of the event depends on the way one responds to it.

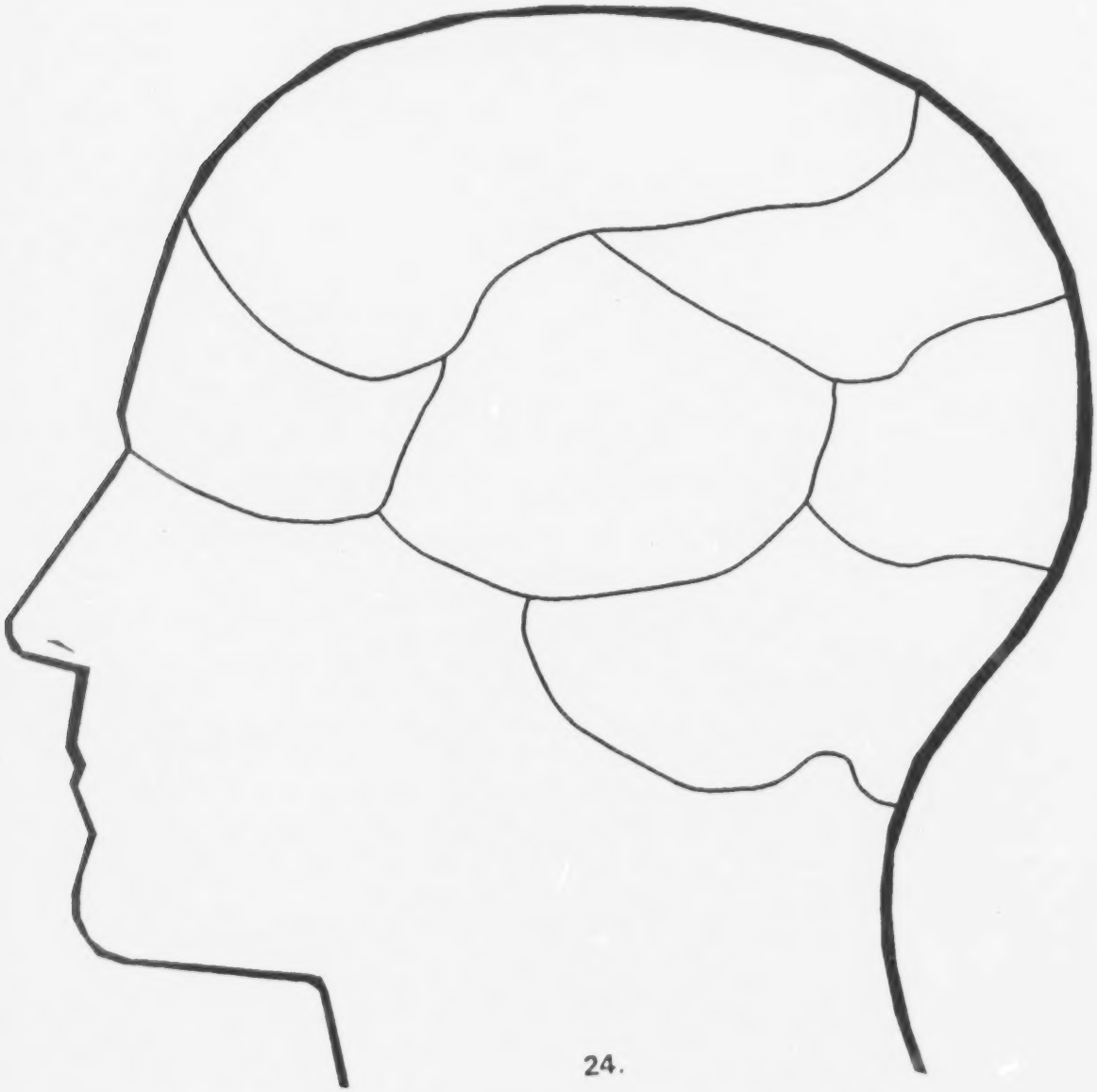
IF YOU WANT TO CHANGE THE OUTCOME OF EVENTS,

CHANGE YOUR RESPONSES TO THEM.

"IT'S IN THE HEAD FIRST" EXERCISE

Directions:

1. The class as a whole identifies six commonly used negative statements.
   e.g. I can't do that. I don't have the money. etc.
2. Class is divided into groups of six.
3. Each groups receives one of the negative statements.
4. The group writes six different, positive responses to replace the negative one
5. Place the positive responses in each section of the picture below.



VISUALIZATION/AFFIRMATION

The imagination is one of the most powerful tools you have to change responses. However, before you can change a negative response to a positive one, you have to visualize the new response in your imagination. Seeing is believing.

Your response must be imagined BEFORE it can be put into practice. If you can see it, it is easier to attain. When you imagine what you want to be, you are showing your subconscious a definite plan of action.

Your subconscious forms images from the pictures you give it. If you give the subconscious a negative picture, the subconscious whispers a self-defeating message. The secret of success is to give your subconscious a new blueprint for action. What is true for building positive responses is also true for visualizing goals and dreams.

Your responses, dreams and goals must be affirmed daily. Affirmations are simple, short, strong, positive statements that tell a truth in no uncertain terms. Examples are: "I love and am loveable. I like people and they like me. I can get an education."

Affirmations grow stronger with repetition. The more time you spend affirming them, the more real they become. In doing so, you are showing yourself that you can do the things you image. You can produce a life that works.

ONCE YOU BEGIN TO IMAGINE AND AFFIRM WHAT COULD BE,

YOU'LL GET MORE IDEAS ON HOW IT CAN BE ACCOMPLISHED.

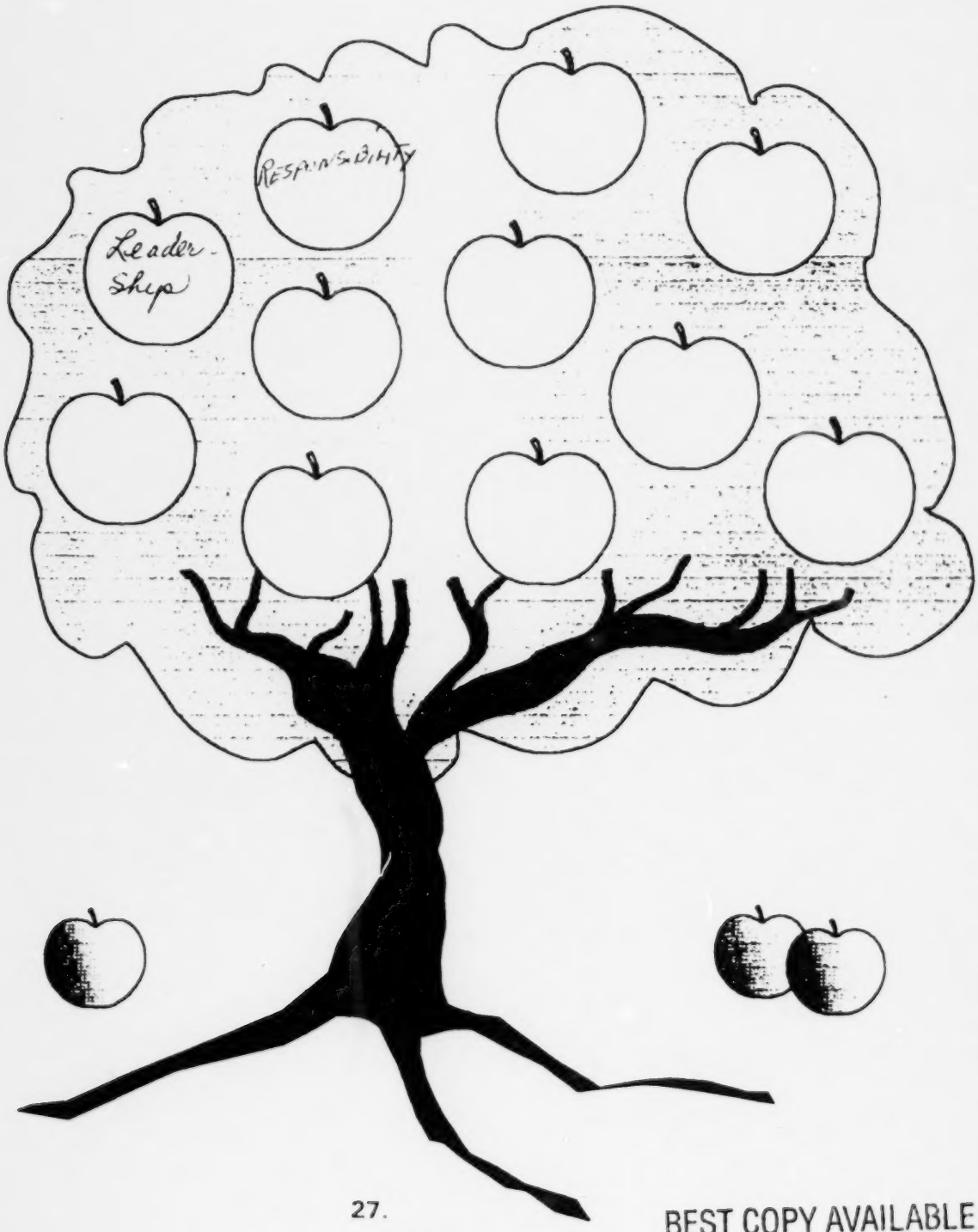
AFFIRMING SUCCESSES

Write at least five successes you accomplished in your life to date. Be specific. Share your comments with the class.

WHAT YOU DID	AGE	HOW YOU FELT	QUALITY LEARNED
EXAMPLE			
I was president of my class in my senior year of high school.	17	I felt proud because it was the first time a woman was elected. It also involved a lot of work.	Leadership Responsibility

SUCCESS TREE

From the Affirming Successes Exercise on the previous page, write the qualities from the "Qualities Learned Column" on the apples in the Success Treee below.



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SETTING GOALS

To be who you want to be, you have to set goals. A goal is something to be accomplished. Goals get you where you want to go. Without goals, there is no direction. IF YOU FAIL TO PLAN, YOU PLAN TO FAIL. Without goals it is easy to drift aimlessly through life, wander off course, and accomplish nothing. It is amazing what can happen when you set goals. Goals help you to be focused and in tune with life. When setting goals, use the following guidelines.

1. THE GOAL MUST BE REALISTIC AND MANAGEABLE.

   Dream big but be real. Don't try to earn a million dollars next year if you're making $15,000 now. Goals that are out of reach only cause frustration.

2. GOALS SHOULD BE BRIEF AND SPECIFIC.

   A goal like, "I want to be happy", is too vague. Examples of brief, specific goals are, "to spend a week at the Cape this August." and " to graduate from MCDI by the end of the year."

3. GOALS SHOULD BE WRITTEN.

   If you don't write it, it's wishful thinking. If you write it, it becomes more of a commitment.

4. GOALS SHOULD BE MEASURABLE.

   Measurable means such things as: how much, where, when, by whom, etc. For example,"to lose 5 pounds by the end of the month."

5. GOALS SHOULD BE STATED WITH ACTION WORDS IN THE PRESENT TENSE.

   If you say you'll get a car SOMEDAY, it means you'll never get it.

6. GOALS MUST BE PERSONAL.

Goals need to be about your life or career. Don't make goals that involve other people's lives and behavior. For example, if your goal is to be happily married to Tom Cruise, it implies Tom has to change his life.

7. HAVE AN ACTION PLAN.

Action is key. The best ideas in the world go nowhere without a plan of action. To write an action plan, ask yourself, what steps need to be taken to achieve this goal?

8. KEEP TRYING UNTIL YOU ACHIEVE YOUR GOAL.

Don't quit. If you do, it says you can't trust yourself. You'll make mistakes. Learn from them.

9. SHARE THE GOAL WITH OTHERS

If the goal is worth having, it is worth sharing. Get people involved in helping you achieve your goal. You need the support, encouragement, and ideas of others.

10. BE FLEXIBLE.

If the goal needs to change at any point in the process, do so.

11. REWARD YOURSELF.

If you don't celebrate, you don't give yourself credit for the success. If others don't do it for you, do it for yourself.

GOAL SETTING

What would you like to do that you never took the time to do? What would you like to learn that you never took the time to learn? Think of some small goal that can be achieved within the week. Write an action plan below to achieve the goal.

1. Your answer to ONE of the above questions is :

_____

_____

2. Name people who can assist you with this project.

_____

3. What steps need to be taken to achieve the goal?

_____

_____

_____

_____

4. Which step needs to be done first?

_____

5. How will you measure your progress from day to day?:

_____

_____

6. How will you celebrate once the goal is achieved?

_____

This simple format may be used for any short or long range goals.

MOTIVATION

Webster's dictionary defines motivation as, " the inner urge or desire that prompts a person to action." Motivation is the fuel that gets the action plan working. Motivation is the push that gets things done. Motivation is the bridge between thinking about the goal and actually doing it.

People are motivated for different reasons. Some are prompted to action by inner motivations while others seek outside rewards or benefits. Some of the reasons that motive people are listed below.

1. FULFILL NEEDS — love, acceptance, belonging
2. BONUSES — money, days off, opportunity, advancement, trips
3. GENEROSITY — to the degree that you give, so shall you receive
4. ACHIEVEMENT — sense of accomplishment gives life a purpose
5. FEAR — avoiding stress, punishment, resentment, revenge
6. CHALLENGE — a desire to grow and become more responsible
7. POWER — the need to direct your own life
8. RECOGNITION — others see that you are doing a good job
9. EXCELLENCE — need to be proud of your own work

10. PRAISE	**everyone needs approval, encouragement**
11. INVOLVEMENT	**people like to feel part of a whole greater than themselves**
12. SATISFACTION	**take pride in work well done**

Developing yourself has no final destination. It is a continuous journey that requires a great deal of work, but it also reaps many benefits. It helps you to:

GIVE TO OTHERS.

IMPROVE YOURSELF.

BE WHO YOU WANT TO BE.

FEEL GOOD ABOUT YOURSELF.

POWER YOURSELF FOR SUCCESS.

BE HAPPY, PEACEFUL, AND FULFILLED.

DEVELOP YOUR TALENTS AND ABILITIES.

RESPOND BETTER TO THE EVENTS IN YOUR LIFE.

STRIVING TO BECOME A BETTER HUMAN BEING IS ONE OF THE MOST REWARDING THINGS YOU CAN DO FOR YOURSELF.

THE TEN COMMANDMENTS OF PERSONAL DEVELOPMENT

Believe in yourself and strive for excellence in all things.

Feel confident you can succeed in life.

Treat yourself and others with respect.

Take care of yourself physically.

Tap your inner power.

Create a positive attitude in all things.

Make realistic goals and bring them to completion.

Develop your gifts and talents.

Learn to forgive and be forgiven.

Dare to risk and take responsibility for your own life.

THE DILEMMA

"To laugh is to risk appearing a fool.

To weep is to risk appearing sentimental.

To reach out for another is to risk involvement.

To expose feelings is to risk rejection.

To place your dreams before the crowd is to risk ridicule.

To love is to risk not being loved in return.

To go forward in the face of overwhelming

odds is to risk failure.

BUT RISKS MUST BE TAKEN BECAUSE THE GREATEST HAZARD IN LIFE IS TO RISK NOTHING. THE PERSON WHO RISKS NOTHING, DOES NOTHING, HAS NOTHING, IS NOTHING. THAT PERSON MAY AVOID SUFFERING AND SORROW, BUT THAT PERSON WILL NEVER LEARN TO FEEL, CHANGE, GROW, OR LOVE.

ONLY A PERSON WHO IS ABLE TO RISK

IS FREE.

SELF-DISCOVERY - GROUP GAME

DIRECTIONS: Using the Self-Discovery Cards on the next page:

1. Divide class into small circles of five or six.

2. Give each group a pack of Self-Discovery Cards.

3. Each person picks a card and reads it silently.

4. Someone in the group starts by reading the card aloud and answering the question.

5. The person who answered may choose one other person in the group to answer the same question.

6. Continue until all persons in the group have answered a Discovery Card.

7. A person may choose to pass or select one other card from the deck.

Suppose someone gave you $500 right now. What would you do with it? 1	Suppose your best friend had bad breath. Would you tell him or her? If so, what would you say? If not, why not? 2	If you could take a potion that would allow you to live for 150 more years without illness, would you take it? Why or why not? 3
If you could know the exact date of your death, would you want to know? Why or why not? 4	What bothers you most about the opposite sex? 5	If your son or daughter told you that he or she might have a sexually transmitted disease, what would you say or do? 6
If you found a $100 bill on the ground outside a bank, what would you do? 7	If you could be any animal for a day, what would you be? Why? 8	Would you kill a puppy if by doing so it could save a homeless person's life? 9
Finish this sentence: "The first impression most people have of me is ____." 10	If you could trade places with anyone in the world for one day, who would you be? Why? 11	What is the scariest thing that ever happened to you? 12

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Tell something that you did that made you feel especially proud. 13	Talk about the best teacher you have ever had. 14	If you could go on an all-expenses-paid trip to anywhere in the world, where would you go? 15
What do you think is the biggest problem facing the world today? 16	What is the meanest thing you ever saw someone do? Did you do anything about it? 17	If you could bring a famous person to dinner, whom would you bring? Why? 18
If someone you had just met had a piece of food caught in his or her teeth, would you bring it to his or her attention? If so, what would you do or say? 19	If you could change any one thing about yourself, what would you change? 20	What is your favorite song? Why do you like it? 21
Name three things that you dislike about this school. 22	Finish this sentence: "I feel bad when_____." 23	Describe the "perfect date." 24

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DEAR BLABBY EXERCISE

DIRECTIONS:

1. Select a variety of questions printed in the Dear Abby column. DO NOT INCLUDE ABBY'S RESPONSE.
2. Divide the class into small groups and give one Dear Abby question to each group to solve. After discussion, the group writes the response as Abby would in her column.
3. Each group shares the question and their written response.
4. Read Abby's answer.
5. Discuss comparisons and difference between Abby's response and the group's response.

DEAR BLABBY - VARIATION

DIRECTIONS:

1. Each student writes a problem that he/she would like assistance in solving.
2. Written questions are placed in a box.
3. Form a panel of three or four students.
4. One of the panelist selects two or three problems from the box.
5. The panel brainstorms and discusses possible responses to the problem.
6. The panel finally chooses one response to which they can all agree or at least accept.
7. Form a new panel of students to solve two or three more problems.
8. Repeat the process and solve as many problems as time allows.

AUDIO-VISUALS AND RESOURCES *

CASSETTES:

- What Is Self-Esteem
- Response Ability
- Creating a Positive Focus
- Balancing Mind/Body/Spirit
- The Power of Completion
- Celebrating Your Strengths
- Setting and Achieving Goals
- Affirming Your Success
- The Power of Positive Action

VIDEO

Rudy — Found in any local video store.

BOOKS:

Developing Self-Esteem: A Positive Guide for Personal Success
Connie Palladino, Ph.D.

Self-Esteem: The Power to Be Your Best
Mark Towers

Motivation & Goal Setting: The Keys to Achieving Success
National Press Publication

What You Should Know About Self-Esteem
Channing L. Bete

* Copies may be obtained in the Curriculum Development Office.